



Indiana University of Pennsylvania

## Communications Media and Instruction Technology Program Handbook

Department of Communications Media

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Handbook Updated 2019-2010

Communications Media and Instructional Technology Ph.D. Program  
Department of Communications Media  
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Program Website: <http://www.iup.edu/commmedia/grad/cmit-phd/>

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## Purpose

The Ph.D. in Communications Media and Instructional Technology (CMIT) Student Handbook is a supplement to the official IUP Graduate Catalog and augments, but does not supersede, university-wide policies and School of Graduate Studies and Research (SGSR) regulations. The handbook provides additional clarification of university policies and SGSR regulations that are specific to doctoral students in the CMIT program.

The handbook explains the process of being a student in the CMIT doctoral program and is intended to help guide students toward achieving a Ph.D. in Communications Media and Instructional Technology.

## **The Department of Communications Media**

Established in 1968, IUP's Department of Communications Media initially had an emphasis on educational media, and was born out of the educational psychology field. Over time, the program grew to focus on areas outside of educational psychology to include photography, broadcasting, graphics, instructional design, audio and video production, and ultimately, the broader study of the interactions between media and culture. Today, the program has grown to over 500 undergraduate majors.

In the 1990s, the department worked cooperatively with IUP's Adult Education department to create a Master of Arts Degree in Adult Education and Communications Technology. This highly successful program focuses on the use of communications technology in adult learning. In the past few years, an increasing number of these Masters graduates have decided to continue their education and pursue a doctoral degree.

The Ph.D. in Communications Media and Instructional Technology was developed in response to a need for advanced degrees in the geographic area proximate to IUP. The program was approved by the University and the State System of Higher Education in 2008, with the first cohort of students beginning their studies in the fall of that year.

Several other factors led the Department of Communications Media to create a Ph.D. program. Those include the faculty's increasing desire to conduct research, a significant need for qualified faculty and researchers in the field of communications, and encouragement from the Pennsylvania State System of Higher Education to provide the commonwealth with quality doctoral training.

The development of this doctoral program comes with a serious commitment to research. Ph.D. students will be expected to seek out research opportunities with the department faculty and student peers. To assist students in this effort, the department actively fosters a scholarly community. Students are required to complete a *scholarly community participation* requirement which is detailed in this handbook. The Department of Communications Media publishes an annual scholarly journal, *The Journal of Communications Media Studies*. Doctoral students are encouraged to participate in these efforts as that participation greatly enhances their success in this program.

The faculty members of the Department of Communications Media are committed to maintaining the excellence of this program, providing challenging and thoughtful courses, and aiding students in accomplishing their research goals.

### **CMIT Ph.D. Goals and Educational Objectives**

The primary educational goal of the CMIT program is to develop scholars who are experts in communications media and organizational communications, and who are prepared to conduct advanced research. Graduates will synthesize knowledge from various areas of communication studies as they assume leadership roles in government, business, and industry. Graduates will become leaders in the fields of professional communication & higher education and will help to meet the increasing demand for qualified, doctorally-prepared faculty at both the community college and university level.

Upon completion of the program, the graduate is prepared to:

- conduct research that enables organizations to effectively use media in meeting goals;
- apply research, an understanding of culture, and production skills to the development of new media;
- interpret cultural forces in media;
- provide leadership to positively impact culture with media;
- design, produce, and utilize media within a variety of cultural and professional contexts;
- synthesize existing media and emerging technologies;
- apply media to instructional and persuasive goals;
- understand, apply, and continue the development of media ethics;
- utilize media for the optimal development of children;
- design and apply instructional systems;
- advise management in the effective use of media;
- apply communications research methods;
- plan, budget, and script media productions;
- produce online media;
- understand and contribute to the development of emerging technologies; and
- apply communication theories and ethical frameworks to professional pursuits, including teaching, research, and production.

## **CMIT Faculty**

The faculty in the Department of Communications Media provides students with a variety of resources. Following is a list of faculty within the Department of Communications Media who are approved to teach courses at the doctoral level.

### **Rachel Fox, MFA**

#### **Photography, Parsons News School for Design**

Born and raised in central Pennsylvania, Rachel Bee Porter holds an MFA in Photography from Parsons the New School for Design, and a BFA in Professional Photographic Illustration from the Rochester Institute of Technology. Her work has been exhibited in venues such as the Center for Photography at Woodstock, Texas Women's University, Aperture Gallery in New York City, and the Samek Art Gallery at Bucknell University. Her work has also been seen in the show *There's Something Happening Here* at the Brancolini Grimaldi Gallery in London, England and the Flash Forward Festival in Boston among many others. She has contributed work to several publications, such as *Aesthetica*, the *British Journal of Photography*, *Creative Quarterly*, and *Photographer's Forum*. Most recently her work was published in *Flash Forward Tenth*.

### **Steven Kleinman, Ph.D.**

#### **Communication, Ohio State University**

Dr. Kleinman has his research focused on (1) selective exposure to and subsequent effects of political messages in the new media environment, and (2) the antecedents of interpersonal political discussion in everyday life. He seeks to understand how political knowledge, attitudes, opinions and behaviors evolve over time as a result of various communicative processes. Steven has coauthored articles in *The Journal of Communication*, *Political Behavior* and *Communication Research*. Prior to attending OSU, he received an MA in Television and Film Production from the S.I. Newhouse School of Public Communication at Syracuse University. Steven has worked professionally in film and television production, including both scripted digital video shooting and unscripted live multi-camera television production. He has worked in various positions for small independent film production studios, major television shows (ABC's *The View*) and major cable networks (*QVC*, *The Food Network*). Steven has taught courses in Persuasion, Public Opinion, Research Methods, Mass Communication, and Media & Terrorism.



**Mary Beth Leidman, Ed.D.**

**Organizational and Media Communication, Vanderbilt University**

Dr. Leidman has been an active broadcast media producer and on-air interviewer throughout her career. Her activities include hosting radio shows on WGAY-FM and WGMS-FM in the Washington, D.C. market for ten years and being heard locally on WRID, Homer City and WCCS, Indiana. She has received two A.I.R awards in the Pittsburgh market, was a three-time A.I.R. award finalist in Washington, D.C., and received the Pennsylvania Association of Broadcasters Award for Best Public Service Announcement. She has hosted a regular program on WIUP-TV for over 15 years and has produced television shows for regional PBS television stations and other Western Pennsylvania media outlets. Other media activities include working as educational consultant for the nationally syndicated television program, *Gina D's Kids Club*, from 2003-2008. She has over three dozen publications and presentations which concentrate on communications and society, children's media, and media criticism.

**James Lenze, Ph.D.**

**Instructional Systems, Pennsylvania State University**

Dr. Lenze has over two dozen publications or presentations focusing on virtual worlds, curriculum development, instructional technology, distance education, communications media, and synthetic writing. After earning his Ph.D., he spent three years as a tenure line professor at Lawrence Technological University in Southfield, Michigan and then subsequently assumed another tenure line position for three years at the University of Michigan-Dearborn. He joined the faculty at IUP in 2000. He earned the rank of full professor in 2009. He co-developed the proposal for the CMIT degree with Dr. Mark Piwinsky and served with him as one of the initial co-coordinators of the program. He was appointed as the Dean's Associate for the School of Graduate Studies and Research at IUP where he served between 2008 and 2009. He also authored the curriculum proposal to offer the BS in Communications Media online. Over his career he has authored or co-authored successful proposals for the creation of associates, bachelors, masters, and doctoral degrees. He has also developed online courses and programs. He is currently the director of VERGE (Virtual Environments Research Group in Education) which is a grant funded project building a grade 9 through grade 12 curriculum for boys using virtual worlds technology.

**Nurhaya Muchtar, Ph.D.**

**Communication and Information, University of Tennessee**

Dr. Muchtar's primary research interests are international and intercultural communication, journalism studies and media development in developing countries. She has a background as a broadcast journalist, media training consultant, and development aid specialist for a number of international organizations. Her background has influenced her interests in collaborative research activities with other disciplines such as Adult Education, women's studies, and professional studies. Dr. Muchtar has presented her research in regional, national, and international conferences and has been active supporting a new organization called ASIRPA—Asian Society for International Relations and Public Affairs, both as chief editor and a the chair of the organization. Her teaching interests include courses in international and intercultural communication, women in media, research in media, and cultural theory.

**Vicky Ortiz, Ph.D.****Communication, Purdue University**

Dr. Ortiz's research focuses on the impact media can have on society. Specifically, her research focuses on student activism, media portrayals of immigrants and gender, and how mobile devices influence interpersonal communication. She approaches research qualitatively and thus privileges the voices of her participants and people in general. Ortiz's research interests inform her approach to teaching. In the classroom, she strives to foster an environment in which community engagement, enthusiasm, and a commitment to social justice are valued. These goals are led, informed by, and accomplished through active learning, meaningful dialogue, and critical thinking. Her teaching interests include qualitative research methods, health communication, gender communication, and media effects.

**Mark Piwinsky, Ph.D.****Political Science, Ohio State University**

From his background as IUP's Chief Information Technology Officer, Dr. Piwinsky brings extensive experience in technology planning, implementation, training, and financing. Success of this approach is evidenced by IUP's recognition as one of the 25 'Most Wired' campuses in the nation and its cost-effective implementation of academic and administrative support systems. He participated in the development and coordination of the 'Advancing the Development of Educators in Pennsylvania to Teach with Technology' grant, the NEDIC/CIMS emergency management systems grants, and the 'Preparing Teachers to Teach Using Technology' grant for which he was a co-recipient of the IUP 'Sponsored Programs Award for Outstanding Achievement in Curriculum and Instruction'. As an academic administrator, he served as Vice-Provost for Administration and Technology at IUP and Director of Analysis and Planning at Ohio State University. As a political scientist and academic administrator, his work also addresses the impact of communications on the political process, public policy and public opinion, and on research methods. Dr. Piwinsky is currently the chair of the Department of Communications Media.

**Zachary Stiegler, Ph.D.****Communication Studies, University of Iowa**

Dr. Stiegler's primary research interests include media history, communication law and policy, and critical studies of popular culture. His research has appeared in *Communication and the Public*, the *Journal of Radio and Audio Media*, the *Journal of Popular Music Studies*, and *Javnost: The Public*, as well as a number of edited volumes. His teaching interests include courses in media history, communication law and policy, cultural theory, and popular music studies. He currently serves as coordinator for the CMIT PhD program, and is Editor for the *Journal of Communications Media*.

**Jeremy Waltman, MFA**

**Motion Picture Arts-Production, Florida State University**

Professor Waltman is an award-winning director and writer whose films include *It Plays Like Love* (2015) and *Locomotive* (2013), available on Video On Demand services including Amazon Prime. His most recent work includes *The Empty House* and *Horizonland*. His work began in the graphic novels *German* and *An Open Place*, which further led to work in concept art, design projects, and features in international galleries. His casts have included Rya Kihlstedt (*Heroes Reborn*, *Dexter*), Joseph Culp (*Mad Men*, *The Fantastic Four*), Joshua Mikel (*The Walking Dead*, *Ant Man & The Wasp*), Tom Walker (*Daredevil*, *Harvey Danger*), Athena Masci (*Finding Home*), Ted Limpert (*Funny or Die*) and Claire Dellamar (*Mayhem*).

**B. Gail Wilson, Ed.D.**

**Administrative and Policy Studies in Higher Education, University of Pittsburgh**

Dr. Wilson has been involved in broadcasting for over 25 years and served as faculty advisor of WIUP-FM from 1986 to 2004. Several of her publications and presentations have explored college radio programming, financing, and management. Additionally, she has researched other areas of broadcasting including television news programming and broadcast management. She has also conducted research on career portfolio development for communications students. Dr. Wilson received the Radio/Television News Directors Excellence in Journalism Education Fellowship, the National Association of Television Programming Executives Faculty Fellowship, and was invited to attend the International Radio and Television Society and National Academy of Television Arts and Science Faculty Seminars. She was recognized as National Member of the Year and National Advisor of the Year by the National Broadcasting Society. Among her areas of teaching expertise are broadcast news writing, presentation making, and portfolio development. She teaches Media Ethics, Crisis Communication and Teaching Communications Media in the CMIT program.

### **Admission**

Upon evaluation of completed applications, doctoral faculty decide whether or not to proceed with an interview with prospective CMIT students. Following the completion of an interview, faculty consider the prospective student's application materials and interview experience in making a final determination regarding admission.

Graduate Admissions: [www.iup.edu/admissions/graduate/](http://www.iup.edu/admissions/graduate/)

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

### **Scholarly Community Participation Statement**

The department is committed to developing a doctoral culture. As part of the program, students are expected to be actively engaged in the production of original scholarship and media productions that have external validation. For example, students should actively pursue presenting or co-presenting original scholarship at juried conferences, authorship or co-authorship of articles published in juried professional journals, and/or media productions entered into competitive, juried forums including festivals and competitive awards. Students should feel free to consult with the Graduate Coordinator and other faculty for guidance in pursuing such opportunities.

### **Facilities**

The Department of Communications Media provides facilities for the production of a variety of media products, such as audio, video, and photography. These facilities are generally not *open* lab facilities. Their use and availability typically have to be arranged through the faculty member(s) assigned to teach courses in that facility. The university maintains several open computer labs and students should familiarize themselves with their locations and hours. Doctoral students have first preference in the assignment of a personal library carrel on a semester-by-semester basis. Applications are available by contacting the Circulation Desk at the university library.

## **Financial Assistance**

The department strives to support as many doctoral students as possible by providing a monetary award toward all or part of the program of study. Financial support varies by the amount of the award and the nature of associated work assignments. The five main categories are listed below.

**Graduate Assistantships:** One type of doctoral student aid is the graduate assistantship (GA). GAs may be held for a maximum of two years and are awarded for one academic year at a time. A new application will be required each year for consideration. They also receive a funding toward their tuition. First year students will receive such funding for the fall, spring, and summer terms during the year of appointment; appointments after the second year will carry such awards for only the fall and spring semesters during the academic year of appointment. While specific amounts of stipends and tuition dollars awarded may vary, the department strives to provide the following: Full time (20 hour) GAs: full tuition waiver (less fees) plus stipend; Half-time (10 hour) GAs: 50% tuition waiver (less fees) plus stipend. Assistantship requirements and the current compensation package for assistantships are available at <http://www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/>

The assistantship program provides student aid for faculty members and a learning experience for the student. Each GA is assigned to one or more professors. The precise nature of a student's work assignment will vary. Generally, the assignment involves a combination of activities within the parameters of the faculty member's teaching assignment, research, and other academic projects. Some graduate students may remain with the same professor for their entire program of study. However, it is not unusual for students to work with a variety of professors. In some cases, faculty supervisors may allow graduate assistants access to their office space and/or computer. Such agreements are strictly between faculty and assistant.

Per Departmental policy, full-time graduate assistants are expected to be enrolled in nine credits during semesters when they are taking courses. Half-time graduate assistants are expected to be enrolled in a minimum of six credits during semesters when they are taking courses. During the semesters of dissertation credit enrollment, students accepting a full-time graduate assistantship from the Department of Communications Media will register for a minimum of six dissertation credits during both academic semesters of their GA assignment. Students accepting a half-time graduate assistantship from the Department of Communications Media will register for a minimum of three dissertation credits during both academic semesters of their GA assignment.

**Teaching Associates:** A small number of advanced doctoral students are accepted for Graduate Teaching Associate (TA) positions. Such an assignment requires the student to teach two undergraduate

classes (six credits) per semester. The TA receives pay equivalent to one-half the salary of a beginning instructor and a summer tuition waiver as determined by the SGSR. All fees, as well as tuition during the fall and spring semesters, must be paid by the associate. Students serving as Teaching Associates must be enrolled for graduate credit during each semester of their appointment. Each year, a CMIT faculty member will be designated as the TA mentor. Selected Teaching Associates will work with the faculty mentor on preparing for teaching assignments and in participating in programs developed for the Teaching Associates.

Teaching Associates are expected to be enrolled in nine credits during semesters when they are doing course work. During the semesters of dissertation credit enrollment, students accepting a teaching associate position with the Department of Communications Media will register for a minimum of three dissertation credits during both academic semesters of their TA assignment.

Students are not typically awarded a Teaching Associate position in their first year of study. Students may be appointed to a TA position for a maximum of two years.

**SGSR Fellowship Awards:** On an occasional basis, the SGSR provides opportunities for students to apply for competitive fellowship awards. These awards are generally limited to newly admitted students and are awarded based on the student's research plans. The Julius Filcik Graduate Fellowship is awarded each year to one newly-admitted IUP doctoral student. The CMIT program nominates a student from the newly admitted doctoral class for this award.

**Travel Funds:** The SGSR funds doctoral student travel so they may participate in professional conferences. The funding is competitive and students must apply to the SGSR. For the best opportunity to obtain such funding, requests should be filed early in the academic year. The amount and number are determined by the SGSR and are, therefore, subject to change. Travel requests must be submitted to the Doctoral Coordinator prior to submission to the SGSR.

**Other Funding:** The Department of Communications Media views the awarding of grants for faculty research projects as a potential source of funding for doctoral students through the employment opportunities that are created. Announcements regarding any such student funding possibilities will be made through the Doctoral Coordinator. Students will be made aware of opportunities for additional funding for travel whenever those funds are available. Doctoral students can independently explore dissertation funding possibilities made available by a variety of private foundation and government agencies.

Office of Financial Aid: [www.iup.edu/financialaid/](http://www.iup.edu/financialaid/)

SGSR page on Assistantships: <http://www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/>

SGSR funding for graduate research: <http://www.iup.edu/research/resources/funding-research/students/graduate/internal-iup-funding-for-graduate-student-research/>

### **Academic Advisement**

The Doctoral Coordinator will serve academic advisor for all CMIT students. Each semester's CMIT classes, including summer courses, are open for registration by permission only. Students are not permitted to register until they have met with the doctoral coordinator to determine the appropriate classes for each semester. Students are assigned a unique four-digit "alternate PIN" by the IUP Scheduling Center. This pin is required to access the registration system, to make the initial registration, and any schedule changes each semester.

Following a consultation with the doctoral coordinator, the student will be provided with the Course Record Number (CRN) for all courses for which they should register during a given semester. During the registration process, the doctoral courses will not appear in the registration system as open courses, therefore students will need to use the specific CRN number(s) they have been provided to register for courses and/or dissertation credits.

Students who are registering for dissertation credits (COMM 995) for the first time are required to secure a chair for their dissertation committee the semester prior to the semester in which they will first register for dissertation credits. The student will need to provide written confirmation of their dissertation chair to the DC in the form of a signed Dissertation Committee Approval Form (D1) or an email from the dissertation chair to the DC.

The deadline for all graduate student registration is typically the last day of classes during the semester prior to the semester for which students are registering. For example, the deadline for registration for the fall semester of any year is the last day of classes of the spring semester of that same calendar year. The deadline for registration for the spring semester is the last day of classes of the fall semester of that same academic year. Students who fail to register by the stated deadlines will be subject to a late registration fee. As noted above, students registering for dissertation credits for the first time will need to secure their dissertation chair in time to register for COMM 995 prior to the deadline to avoid late registration.

Regarding committees and chairs for the comprehensive exam and dissertation project, see relevant sections below.



### **Incomplete (I) grades**

The designation of an “I” is used to record work which, so far as covered, is of a passing grade but incomplete because of personal illness or other unavoidable emergency circumstances. Incomplete (I) grades are issued to students enrolled in the CMIT Ph.D. program only when extreme circumstances have prevented a student from completing course work on schedule. The issuance of an incomplete grade is a decision made by the instructor of each course at his or her discretion, and students should not anticipate this as an option simply because they are unable to complete the course work on deadline due to time management issues. At least two-thirds (2/3) of the required course work must be completed for a student to be eligible to receive an incomplete grade designation.

In situations where an “I” grade is warranted, the student and the faculty member will complete the College of Education and Educational Technology Processing Form for Incomplete Grades outlining the specific requirements for the student and establishing specific deadlines by which work must be completed. These forms are located in the Department of Communications Media main office, 121 Stouffer Hall.

Change of Grade forms to convert designations of “I” must be received in the Office of the Registrar no later than the final day of classes in the next regular (fall/spring) semester after the designation was assigned. If the student does not complete the work in time for this grade change to be accomplished, the “I” will convert to an F.

### **Academic Integrity Policy**

The CMIT program takes seriously the issue of academic integrity, and follows IUP’s Academic Integrity Policy (see page 42.) Violations of academic integrity (including plagiarism, academic dishonesty, and cheating) will be acted upon by the department, and may result in dismissal from the program. This policy applies to all phases of the CMIT program, including coursework, the Candidacy Exam, the Comprehensive Exam, and the dissertation. For more information on IUP’s Academic Integrity Policy, consult the Graduate Student Handbook, available on the website of the School of Graduate Studies and Research.

### **Attendance Policy**

Class attendance is required for all students in the CMIT Ph.D. program. Students are required to attend all class sessions in their entirety. Acceptance of absences and the circumstances leading to those absences is at the discretion of individual faculty who are the designated course instructor. However, students should not expect to be excused from class for anything other than a personal illness, family illness or family emergency. Department faculty will specify their course attendance policy in the class syllabus.

Students who miss class, are late for class, or must leave class early for an acceptable reason such as an illness or other unavoidable emergency, should expect to be given additional readings or work assignments as deemed appropriate by the instructor and as specified in the course syllabus. Students who are absent for more than one class session of a weekend class or one-half day of a one-week workshop class are expected to withdraw and repeat the course in a future semester.

### **Campus Resources & Student Support**

The School of Graduate Studies and Research: [www.iup.edu/graduatestudies/](http://www.iup.edu/graduatestudies/)

Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

Office of the Bursar: [www.iup.edu/bursar/](http://www.iup.edu/bursar/)

Office of the Registrar: [www.iup.edu/registrar/](http://www.iup.edu/registrar/)

Disability Support Services: [www.iup.edu/disabilitysupport/](http://www.iup.edu/disabilitysupport/)

IUP Campus Library [www.iup.edu/library/](http://www.iup.edu/library/)

MyIUP: [www.iup.edu/myiup/](http://www.iup.edu/myiup/)

Applied Research Lab: [www.iup.edu/arl/](http://www.iup.edu/arl/)

SGSR Research Information: <http://www.iup.edu/graduatestudies/resources-for-current-students/research/>

IT Support Center: [www.iup.edu/itsupportcenter/](http://www.iup.edu/itsupportcenter/)

Veterans and Service Members: [www.iup.edu/itsupportcenter/](http://www.iup.edu/itsupportcenter/)

IUP Writing Center: [www.iup.edu/writingcenter/](http://www.iup.edu/writingcenter/)

IUP Career and Professional Development Center <http://www.iup.edu/career/>

IUP Parking Services and Visitor Center <http://www.iup.edu/parking/>

University Police <http://www.iup.edu/police/> | 724-357-2141

Crisis Intervention 24/7 Hotline: 1-877-333-2470

### **Student Rights and Responsibilities**

For more information regarding student rights and responsibilities, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

### **IUP Email**

IUP offers an email account to all active students. **Your IUP email address is the primary means by which the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly.** Visit [www.iup.edu/itsupportcenter/howTo.aspx?id=23401](http://www.iup.edu/itsupportcenter/howTo.aspx?id=23401) to learn more about setting up this account.

For more information regarding University policy on email communication, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

All active students (including those engaged in coursework and those that are ABD) are expected to be registered for the CMIT program's list-serv. Important announcements regarding scheduling, advising, departmental news, and other information will be distributed via this list. Students are automatically registered for this list by the department; if you believe you have not been added, please contact the doctoral coordinator immediately.

### **Graduate Student Assembly**

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related University-wide and graduate-specific policies and in areas of concern in the cultural, intellectual, and social life of the part- and full-time graduate student. Visit [www.iup.edu/graduatestudies/gsa](http://www.iup.edu/graduatestudies/gsa) for more information.

### **CMIT Curriculum**

The curriculum is divided into three areas; Theory and Culture, Production, and Research. The theory and culture courses are designed to familiarize students with models of thought and develop a cognition that critically analyzes the impact of media on culture and instruction, as well as the impact of culture and instruction on media.

The production courses are designed to broaden media development skills while enabling learners to begin work on exploring new media formats and applications.

The research courses are designed to provide students with tools for designing data-gathering activities, analyzing data, interpreting existing research, and synthesizing new and old information into useful answers and productive new questions.

## Curriculum Outline

### *Research Courses (12 Credits)*

COMM 800	Communication Research Statistics	3 credits
COMM 825	Quantitative Methods in Communications Research	3 credits
COMM 828	Qualitative Methods in Communications Research	3 credits
COMM 910	Advanced Doctoral Research in Communications	3 credits

### *Theory and Culture Core Courses (9 Credits)*

COMM 801	Ideas that Shape Media	3 credits
COMM 815	Teaching Communications Media	3 credits
COMM 857	Doctoral Seminar in Communications Culture & Technology	3 credits

### *Production Core Courses (12 Credits)*

COMM 830	Media Preproduction	3 credits
COMM 832	Media Production	3 credits
COMM 832	Media Production	3 credits
COMM 846	Instructional Media Solutions	3 credits

### *Elective Courses (12-18 Credits)*

COMM 812	Media Ethics	3 credits
COMM 814	Crisis Communication	3 credits
COMM 818	Media Criticism	3 credits
COMM 820	Political Communication	3 credits
COMM 822	Children & Media	3 credits
COMM 835	Global Media, Communication and Culture	3 credits
COMM 845	Health Communication	3 credits
COMM 853	Corporate Communications	3 credits
COMM 876	Online Media	3 credits
COMM 881	Special Topics	3 credits
COMM 882	Simulations and Games	3 credits
COMM 900	Culture of Cyberspace	3 credits

### *Other Elective Courses with advisor approval (0-9 credits)*

CURR 915	Writing for Professional Publication	3 credits
ECON 820	Managerial Economics for Decision Making and Leadership	3 credits
ENGL 808	Technology and Literacy	3 credits
ENGL 956	Literary Theory for the Teacher and Scholarly Writer	3 credits
SOC 803	Social and Organizational Theory	3 credits
SOC 862	Analysis of Social Data	3 credits

### *Dissertation (12 Credits)*

COMM 995	Dissertation	12 credits
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*Total*                    *60 Credits beyond a Masters or Masters Equivalency*

## Course Descriptions

### *COMM 800 Communications Research Statistics*

*3 credits*

Designed to prepare doctoral students to interpret and conduct quantitative data analysis in communications and instructional technologies. Students will learn to perform the statistical analysis common to the field of communications and understand the derivation, application, and limitations of specific statistical tests. They will also analyze and critique the use of statistics in research published in the discipline. Topics addressed include data management, descriptive and inferential statistics, correlation, and factor analysis.

### *COMM 801 Ideas that Shape Media*

*3 credits*

This course provides a detailed analysis of prevailing theories of media and communication. Students read milestone research, discuss the impact that culture and media have on each other, and write an extensive analysis of how technology, technique, and culture collide to create various forms of communication. The course also focuses on trends in communications media and instructional technology.

### *COMM 812 Media Ethics*

*3 credits*

This course analyzes ethical problems using established theories, research, and personal insights. Discussions focus on ethics within the communications media and instructional technology field. Students will complete research and case study activities that require them to provide possible solutions to ethical problems in the field.

### *COMM 814 Crisis Communications*

*3 credits*

Explores the challenges of communication during crisis situations and emphasizes the practical and theoretical applications of communication strategies used by companies, organizations, and governmental bodies during headline-grabbing crises. The course focuses on the issues relevant to planning, developing, and executing of crisis communications plans. Students will explore communication and media relations techniques for communicating with stakeholders during a crisis. Cases discussed will examine crisis situations in business, political, educational, and non-profit settings. Prerequisite or co-requisite: COMM 801

### *COMM 815 Teaching Communications Media*

*3 credits*

Focuses on helping students to understand the unique challenges of teaching communications media courses in higher education and to improve their teaching via use of appropriate communication techniques and reflection upon teaching/learning styles, motivations, and instructional techniques. Introduces doctoral students to the academic discipline of communications media in higher education. Explores the goals of communications media education and challenges for administration of communications media programs. Students will also explore the relationship between teaching, scholarship, and service in communications media. Prerequisite or co-requisite: COMM 801

*COMM 818 Media Criticism*

*3 credits*

This course examines the basic language and techniques of media criticism from both theoretical and application perspectives. Students will read and analyze current literature pertaining to broadcast media, film, and new media as well as develop a personal construct based on cultural patterns and media issues found in 21st century society. It will primarily focus upon media designed for post high school aged audiences. Prerequisite or co-requisite: COMM 801

*COMM 820 Political Communication*

*3 credits*

Provides students with a survey of communications role in politics and political process. An interdisciplinary exploration of the field will explore the role of communication in and through legislative processes and outcomes, political campaigns and debate, news media, civic engagement, public opinion, political discourse and political identity construction.

*COMM 822 Children & Media*

*3 credits*

This course analyzes the scope of media in relationship to children. The course examines the impact that media has on children in terms of behavior and culture. It also examines the influence children have in shaping the media. Discussions focus on multiple forms of children's media including those within entertainment and education. Prerequisite or co-requisite: COMM 801

*COMM 825 Quantitative Methods in Communications Research*

*3 credits*

This course presents students with a model-comparison approach to conducting quantitative research. Students become familiar with various strategies for formulating hypotheses, selecting experimental and quasi-experimental designs, and using statistical software and other resources to conduct research. Prerequisite: COMM 800

*COMM 828 Qualitative Methods in Communications Research*

*3 credits*

Students will examine the theoretical basis and history of qualitative methods within the field of communications media and instructional technology. They will become familiar with primary qualitative methods and then apply that knowledge to important studies within the field. They will also design and implement qualitative research strategies in research exercises. Prerequisite: COMM 800

*COMM 830 Media Preproduction*

*3 credits*

This production course focuses on preproduction activities such as script treatments, storyboarding, scriptwriting, editing, and production management. Students analyze case studies and real world situations to better understand the planning of media development. Students also develop a preproduction plan for a substantial media production in the areas of audio, video, film, photography, animation, games, simulation, and educational media.

*COMM 832 Media Production*

*6 credits*

This production sequence consists of two 3 credit classes. It provides students with an array of media production skills related to audio, video, photographic, typographic, 3-dimensional graphic, and web-related production skills. The course is presented in modular form with each module equaling one credit. A student may test out of any, or all, of the modules but must substitute the credits with an elective approved by the student's advisor. Prerequisite: COMM 830

*COMM 835 Global Media, Communication and Culture*

*3 credits*

Analyzes cultural differences based on globalization and intercultural communication theories. Emphasis is placed on interdisciplinary backgrounds to aid understanding the intersection of culture, media and communication. Through understanding and discussion of the diversity of cultures and previous studies, students will apply concepts and theories in global media, culture and communication to their own research interests.

*COMM 844 Health Communication*

*3 credits*

Explores the role of communication campaigns in the area of public health. Students will develop the skills necessary to use media strategically to advance persuasive health messages through design, production and dissemination. Applies communication theory to the promotion of health messages.

*COMM 846 Instructional Media Solutions*

*3 credits*

This course analyzes the varied theoretical approaches to the design, development, implementation, and evaluation of media solutions to human competency problems. Students discuss models of performance analysis and policies, strategies, and tactics for developing competence including instructional design. Students are required to analyze existing instructional systems and present recommendations for improving those systems based on models and strategies discussed in class.

*COMM 853 Corporate Communications*

*3 credits*

This course provides students with the necessary skills to design, inform, and implement communications media strategies within the corporate environment. Students will learn the importance of communication and its impact on the affected publics. Through developing written, oral, and managerial communication, students will be able to execute multidirectional communication within a corporate setting. Students will explore corporate communication functions including internal communication, corporate promotions, and marketing communications. Prerequisite or co-requisite: COMM 801

*COMM 857 Doctoral Seminar in Communications Culture & Technology*

*3 credits*

This course, by providing an advanced forum in which to research, discuss, and document current and emerging topics, issues, and applications in communication technology, serves to offer students the opportunity to conceptualize and develop models and strategies for the integrated application of theory and practice. Literature reviews, topic analyses, and case studies are used to enhance awareness of critical issues and potential application in real-life settings.

*COMM 876 Online Media*

*3 credits*

This production course introduces students to the development and distribution of media via satellite, broadband, and other digital delivery systems. Students will discuss production, fiscal, ethical, and technological issues surrounding streaming, file sharing, wireless connectivity, and podcasting. In the course, students will develop a production with audio and video components for online distribution accompanied by a written justification for the selected strategies.

*COMM 881 Special Topics*

*3 credits*

Will allow the department to develop and formatively evaluate potential new courses, especially electives, within the program. Will also allow the department to develop and deliver courses that are reactive to events and circumstances within the field that may lead to a one- or two-time offering of a course. (*Special Topics courses may be Theory and Culture or Production electives, depending on the content of the course. Students taking Special Topics courses need to consult with the doctoral coordinator to determine how the course applies to the program of study.*)

*COMM 882 Simulations and Games*

*3 credits*

This production course focuses on the design, development, distribution of electronic games, and simulations. Discussions will focus on ethics, controversies, and economics of the gaming industry, as well as the use of computer-generated animations in motion pictures. The role of instructional, promotional, and entertainment-based simulations will be discussed. Students will use advanced multimedia production tools to create simulations and games for varied purposes accompanied by a written explanation of selected strategies.

*COMM 900 Culture of Cyberspace*

*3 credits*

In this theory-intensive course, students will be exposed to a wide variety of theoretical and empirical studies regarding the educational, corporate, social, and political aspects of social media. Privacy, copyright, blogging, network trends, video-knowledge sharing, and learning will be topics discussed in this class. Students will be required to analyze current media literature and build culture-based arguments in order to generate original research using cyberspace as a construct.

Prerequisite or co-requisite: COMM 801

*COMM 910 Advanced Doctoral Research in Communications*

*3 credits*

This course will serve as an advanced experience to assure students are prepared to do professional research in communications. Students will design a complete communications research project suitable for professional presentation and publication. Their work will encompass research design, measurement techniques, statistical procedures, and philosophies of research. Quantitative and qualitative approaches will be considered. Also covered are practical points such as data collection and generation strategies, concept definitions, database structure, and report design.

Prerequisites: A minimum of 39 COMM doctoral credits.



This course is a culminating scholarly activity requiring the mastery of an area of professional interest in the field of Communications Media and Instructional Technology. It requires a review of relevant literature and a quantitative or qualitative analysis of data. Students are required to deliver an oral presentation of the proposal and an oral defense of the finished product.

**Part-time Enrollment:** Any graduate student enrolled for fewer than nine (9) credits per semester is considered to be a part-time student. The department recognizes that personal commitments and work demands may necessitate part-time study. Students may elect to begin the doctoral program on a part-time basis. It is very important to note that approval for a full-time graduate assistantship or teaching associate position requires full-time enrollment status.

## **Evaluation of Students**

The CMIT doctoral program requires two formal examinations beyond those encountered in specific courses. The student must successfully complete the Candidacy Examination and the Comprehensive Examination as outlined in the following pages.

### **Candidacy Exam**

**Background:** Students admitted to the CMIT program are eligible for doctoral degree candidacy after the successful completion of the following twelve CMIT course credits with an overall GPA of 3.0 or higher:

- COMM 800: Communication Research Statistics
- COMM 801: Ideas That Shape Media
- COMM 828: Qualitative Research Methods
- COMM 830: Media Preproduction

Typically, full time students will have completed these courses in their first two semesters. In addition, students must be in good academic standing with no “I” or “L” grades on their record at the time of the candidacy presentation. To obtain candidacy, the student must successfully complete a written candidacy examination covering the aforementioned core curriculum. The candidacy examination provides students with an opportunity to demonstrate breadth and mastery of knowledge of communications media and theory, synthesize relevant literature, and apply critical thinking skills in professional and theoretical situations.

**Schedule:** Candidacy examinations will be scheduled after the completion of courses in the spring semester. Candidacy exams may be scheduled, with permission of the CMIT faculty, at other times under special circumstances. It is expected that all students will have completed COMM 801 and 828 in the semester prior to the candidacy examination and be in the process of completing COMM 800 and 830 in the semester of the candidacy examination and presentation.

**Exam Format:** The candidacy exam is a one day, eight hour exam comprised of four two hour blocks. Students will be provided with a question at the beginning of each block, and will have the duration of that two hour window to prepare their written answer. Students should expect one question for each of the core courses mentioned above (COMM 800, 801, 830, 828).

**Advance Preparation:** Students will be provided with a blue book in which they may write any notes they choose and may bring that to the testing location for the written portion of the candidacy examination. Students are advised to make a copy of the blue book for safe keeping. Students may only

use the original blue book that has been provided and signed by the doctoral program coordinator or his/her representative. Students may not write on the outside front or back cover (other than to write his or her name on the front of the book) but may write on the inside covers, front and back, and all inside pages in any way the student chooses. Students' notes must be hand-written and not word processed or completed in any other form. Students may not add pages, sheets, cards, "post it" notes, tabs, or other components to the blue book they have been given. The prepared blue book is not to be distributed or provided to any persons other than the Doctoral Coordinator, comprehensive examination test proctor, exam evaluation committee member, and/or the student author of the blue book.

**Arriving for the Examination:** Students are expected to arrive at the exam location no later than 15 minutes prior to the start of the first exam time block. At the designated time, the examination will begin. If any student is late for the exam at the start of the exam time, or at any other time, he or she will not be given an extended time to complete the examination. Students arriving late will have only the time remaining in the time block.

When students arrive at the testing location, each will hand the blue book to the test proctor, who will examine it. If the proctor finds that any student has added to, or altered, the blue book in any fashion, he or she will not be permitted to take the comprehensive exam and will be subject to a conference with his or her academic advisor, department chairperson, and doctoral program coordinator to determine that student's continuation in the Communications Media and Instructional Technology Ph.D. program. Students may make an appointment with the Doctoral Coordinator to review the blue book prior to the day of the examination.

Students may not bring any other materials or devices to be accessed during the examination. No books, papers, or other notes (other than the blue book) may be at the computer. Neither can students have any electronic devices including such things as calculators, cell phones (or other portable communication devices), headphones, or ear phones. Book bags, purses, or brief cases that hold essential items like wallets or keys may be stored with the test proctor during the exam. If students have phones or other noise-making devices in those bags, it is expected that those devices are turned off. Students may have a pen or pencil at the computer and may write notes on the copy of the question that is distributed to them during each block of the examination.

**Taking the Examination:** When the proctor determines that students' blue books are in order and that it is time to begin the examination, each student will be given a written sheet of questions. Students will be given the same questions, or topics, at the same time.

Each student will be assigned a computer in the testing location. Students will not be able to access the Internet or any external drives. Students will be provided a flash drive on which to save their answers using Microsoft Word. Students will be asked to save their document using their last name and the course number or other identifier listed with the questions being answered at that time. Students will type their name at the top of the document and re-type the question they are answering at the top of the page above where they will begin answering the question. Students will be advised to save their work to the desktop of the computer they are using until it is determined that the documents have been successfully saved to the flash drive. Students may not save their documents in any location other than the flash drive provided and the desk top of the computer to which they have been assigned. Students will need to delete all files from the computer at the end of each test day.

**During the Examination:** If the examination is being conducted in a computer lab, it is likely that no food or drink is permitted in the examination room. In such cases, space will be provided for students to store food and beverages.

When students have finished answering the question or questions for a specific time block, they will turn in the written copy of the question, their flash drive, and their blue book to the examination proctor. Students will be required to stop work when the time block expires based on the test proctor's clock. Students will be notified when 15 minutes remain in the time block. At no time will students be permitted to leave the testing location and then re-enter during that same time block. If, for some extraordinary reason, a student must leave the room, he or she will turn in the written copy of the question, blue book, and flash drive, and the responses to the questions selected for that time block will be evaluated based on what has been written to that point.

If a student completes a scheduled portion of the examination before the time block has expired, he or she may leave the room, but may not re-enter until all students have completed their questions or the time block has expired. Students may retrieve their book bag or purse and take it with them when they exit the room.

Once the questions, flash drive, and blue book are turned in to the test proctor at the end of a test session, the answers will be provided electronically to the doctoral faculty. The documents then will be deleted from the flash drive. Once students have turned in the flash drive to the test proctor, they will not be able to make any revisions to the answers submitted. Students will receive a copy of their written answers prior to the oral defense as outlined below.

At the end of each time block, the examination room will be locked and will not reopen until the examination proctor opens the door. The next session of the exam will begin at the stated time. Students are free to leave the building but are expected to return to the test location in sufficient time to start the

next session of the test. Blue books will be returned to students at the start of the next test session. Students may not alter the blue book in any way once the written portion of the comprehensive examination has started. At the conclusion of the full day of testing, students will turn in the written questions and flash drive to the test proctor.

**Examination Outcomes:** The candidacy exam will be blindly evaluated by a committee of three CMIT faculty members according to a uniform evaluation rubric. Based on students' written answers, exams will be evaluated on a Pass/Fail basis. Hard copies of the completed evaluation rubrics, along with exam results, will be submitted by evaluators and distributed to students via postal mail by the Doctoral Coordinator. Students must pass all four questions to pass the exam as a whole.

Students who fail the candidacy examination in whole or in part may elect to complete a one-time re-examination. Students who fail the candidacy examination may enroll in classes for the following semester and must complete that semester before retaking the examination. The scheduling of the re-examination will be at the discretion of the Doctoral Coordinator and may occur at any point during the following academic year, but it will be no later than the spring of the following academic year when the next candidacy examinations are scheduled.

If the student is not successful on the re-examination of the full or partial candidacy examination, the examination has been failed, and the student is dismissed from the program.

### **Comprehensive Examination**

**Background:** The comprehensive examination will consist of written and oral components. The comprehensive examination will include questions relevant to the student's proposed dissertation research as well as broader questions relevant to their coursework and the field. The comprehensive examination committees will determine the appropriate questions for students based on students' coursework and proposed areas of research.

The comprehensive examination is used to determine a student's progress in the field of Communications Media and Instructional Technology and the student's likelihood of success in the research-dissertation phase.

Students must be in academic good standing with no "I" or "L" grades on their record at the time of the written comprehensive examination and must have completed all CMIT coursework, with the exception of COMM 910. Students are expected to sit for the comprehensive examination on the first occasion it is offered following the completion of all coursework, other than COMM 910. Students

may defer the comprehensive examination only one time, electing to sit for the examination on the second occasion it is offered following the completion of all coursework. Students are required to declare their intentions to take the comprehensive examination by submitting to the Doctoral Coordinator one completed copy of the Comprehensive Examination Oral Defense Committee Approval Form (C1) by the announced deadlines.

The Department of Communications Media will provide an appropriate location and a computer equipped with a word processor for taking the examination. An examination proctor will be present at all times during the examination. All students taking the examination in a given semester will take the examination in the same location and at the same time unless special circumstances, such as a physical handicap, require other arrangements.

**Timing of Written Examination and Oral Defense:** The written examination will typically be offered during the summer of the second year for full-time CMIT students and the summer of the third year for part-time students. Students will take the written examination a single eight hour day, as scheduled. In addition, one take home paper will be assigned by the student's comprehensive exam committee, to be returned to the committee chair within 48 hours of receipt. Oral defenses will be scheduled after the start of the regular fall semester in that same calendar year, typically the second or third week of the fall semester. Students must have completed all coursework other than COMM 910 prior to taking the written portion of the comprehensive examination. All students need to plan their enrollment so all coursework is completed in the spring semester or first summer session prior to taking the comprehensive examination in the summer. Students are not permitted to take the written portion of the comprehensive examination if full summer session courses are still in progress or incomplete.

**Oral Defense Committee Selection:** The oral defense will be heard by a committee of no less than three current CMIT doctoral faculty members. This committee will be selected by the student and approved by the Doctoral Coordinator. It is expected that the chair of the student's dissertation committee will serve as a member of the oral defense committee. All committee members and the student must be present, in person, for the oral defense. Students are expected to approach faculty members directly to determine their willingness and availability to hear their oral defense and will report their choices by submitting to the Doctoral Coordinator one copy of the Comprehensive Examination Oral Defense Committee Approval Form (C1) by the announced deadlines. One member of this committee will be designated as the chairperson. The chairperson will lead the discussion during and after the oral defense. Other faculty who are not members of the oral defense committee may attend the comprehensive oral defense and ask questions as appropriate.

**Schedule:** Comprehensive examinations are scheduled in two phases. The written portion of the exam will be scheduled for a single, eight-hour day in two-hour blocks with 15-minute breaks between time blocks and an hour break for lunch, along with the take-home paper. The second phase of the examination will be a one and one-half to two-hour oral defense.

**Advance Preparation:** Students will be provided with a *blue book* in which they may write any notes they choose and may bring that to the testing location for the written portion of the comprehensive examination. Students are advised to make a copy of the blue book for safe keeping. Students may only use the original blue book that has been provided and signed by the doctoral program coordinator or his/her representative. Students may not write on the outside front or back cover (other than to write his or her name on the front of the book) but may write on the inside covers, front and back, and all inside pages in any way the student chooses. Students' notes must be hand-written and not word processed or completed in any other form. Students may not add pages, sheets, cards, "post it" notes, tabs, or other components to the blue book they have been given. The prepared blue book is not to be distributed or provided to any persons other than the Doctoral Coordinator, comprehensive examination test proctor, comprehensive examination committee members, and/or the student author of the blue book.

**Arriving for the Examination:** Students are expected to arrive at the exam location no later than 15 minutes prior to the start of the first exam time block. At the designated time, the examination will begin. If any student is late for the exam at the start of the exam time, or at any other time, he or she will not be given an extended time to complete the examination. Students arriving late will have only the time remaining in the time block.

When students arrive at the testing location on the day of the written exam, each will hand the blue book to the test proctor, who will examine it. If the proctor finds that any student has added to, or altered, the blue book in any fashion, he or she will not be permitted to take the comprehensive exam and will be subject to a conference with his or her academic advisor, department chairperson, and doctoral program coordinator to determine that student's continuation in the Communications Media and Instructional Technology Ph.D. program. Students may make an appointment with the Doctoral Coordinator to review the blue book prior to the day of the examination.

Students may not bring any other materials or devices to be accessed during the examination. No books, papers, or other notes (other than the blue book) may be at the computer. Neither can students have any electronic devices including such things as calculators, cell phones (or other portable communication devices), headphones, or ear phones. Book bags, purses, or brief cases that hold essential items like wallets or keys may be stored with the test proctor during the exam. If students have phones

or other noise-making devices in those bags, it is expected that those devices are turned off. Students may have a pen or pencil at the computer and may write notes on the copy of the question that is distributed to them during each block of the examination.

**Taking the Examination:** When the proctor determines that students' blue books are in order and that it is time to begin the examination, each student will be given a written sheet of questions. Students will be given the same questions, or topics, at the same time. In some cases there will be a choice of which questions to answer and, in some cases, there will not. In some cases, students may have more than one question to answer within a time block. Follow the instructions as written on the sheet provided for each question.

Each student will be assigned a computer in the testing location. Students will not be able to access the Internet or any external drives. Students will be provided a flash drive on which to save their answers using Microsoft Word. Students will be asked to save their document using their last name and the course number or other identifier listed with the questions being answered at that time. Students will type their name at the top of the document and re-type the question they are answering at the top of the page above where they will begin answering the question. Students will be advised to save their work to the desktop of the computer they are using until it is determined that the documents have been successfully saved to the flash drive. Students may not save their documents in any location other than the flash drive provided and the desktop of the computer to which they have been assigned. Students will need to delete all files from the computer at the end of the test day.

**During the Examination:** If the examination is being conducted in a computer lab, it is likely that no food or drink is permitted in the examination room. In such cases, space will be provided for students to store food and beverages.

When students have finished answering the question or questions for a specific time block, they will turn in the written copy of the question, their flash drive, and their blue book to the examination proctor. Students will be required to stop work when the time block expires based on the test proctor's clock. Students will be notified when 15 minutes remain in the time block. At no time will students be permitted to leave the testing location and then re-enter during that same time block. If, for some extraordinary reason, a student must leave the room, he or she will turn in the written copy of the question, blue book, and flash drive, and the responses to the questions selected for that time block will be evaluated based on what has been written to that point.

If a student completes a scheduled portion of the examination before the time block has expired, he or she may leave the room, but may not re-enter until all students have completed their questions or



the time block has expired. Students may retrieve their book bag or purse and take it with them when they exit the room.

Once the questions, flash drive, and blue book are turned in to the test proctor at the end of a test session, the answers will be provided electronically to the doctoral faculty. The documents then will be deleted from the flash drive. Once students have turned in the flash drive to the test proctor, they will not be able to make any revisions to the answers submitted. Students will receive a copy of their written answers prior to the oral defense as outlined below.

At the end of each time block, the examination room will be locked and will not reopen until the examination proctor opens the door. The next session of the exam will begin at the stated time. Students are free to leave the building but are expected to return to the test location in sufficient time to start the next session of the test. Blue books will be returned to students at the start of the next test session. Students may not alter the blue book in any way once the written portion of the comprehensive examination has started.

**End of Written Exam:** At the conclusion of the day of testing, students will turn in the written questions, blue book, and flash drive to the test proctor. Blue books will be returned to students at the end of the examination. The take-home portion will be returned to the student's comprehensive exam committee chair no later than 48 hours after it was assigned.

**Evaluation of Written Responses:** Students' written responses will be distributed to the doctoral faculty after the flash drive is turned in to the test proctor. The written responses will be read and evaluated by the student's approved comprehensive examination committee. The faculty and committee may confer with their colleagues in person, or via electronic communication, to determine the appropriateness of a response. Following the committee's evaluation of the written exam, a defense will be scheduled. PLEASE NOTE: the scheduling of an oral defense is a procedural matter, and does not in any way reflect results of the written examination. Students will be notified of any changes to their scheduled oral defense following the evaluation of the written examination questions.

**The Oral Defense:** Each student will be given one and one-half to two hours to present an oral defense of their written responses to the comprehensive examination before the previously approved committee of doctoral faculty. Students will receive no feedback on their answers prior to the oral defense meeting. The chair of the oral defense committee will lead the discussion during the oral defense and the committee's deliberations. The nature of the oral defense is to provide the student with an opportunity to address any deficiencies in the written examination, defend how what has been written adequately

answers the question, and to answer any questions the committee might pose. Students are expected to defend their answers as written, fill in missing information, or clarify points as needed. The committee will not review or accept rewritten answers, and such documents should not be brought to the oral defense.

Students will be provided with a copy of their written answers no earlier than 24 hours prior to their oral defense meeting. Students will make arrangements to receive these documents from the comprehensive examination committee chair or the Doctoral Coordinator and, if necessary, they can be sent via fax from the Communications Media Department main office staff. These documents are not to be copied or distributed by any means to anyone other than the student author and CMIT doctoral faculty. Students may not copy or create duplicates of their written answers in any fashion. The printed copies of answers provided to students prior to the oral defense will be returned to the committee at the conclusion of the oral defense.

Students may bring to the oral defense meeting only the original bluebook and copies of their written answers. Students may make notes on the hard copies of their written answers, but no other documents may be used or distributed during the oral defense meeting.

The schedule of oral defenses will be distributed to the Communications Media doctoral faculty and those faculty members who are not on the oral defense committee are permitted to attend. Visiting faculty are not voting members of the oral defense committee, nor do they participate in the deliberations following the oral defense; however, other members of the audience may be invited to ask questions during the oral defense at the discretion of the oral defense committee chairperson. No other visitors are permitted at the comprehensive examination oral defense meeting.

Following the oral defense, students will be advised to wait in another location while the committee deliberates the oral defense. The oral defense committee will issue a pass or failure on the oral defense as a whole, or may issue a failure on a particular aspect, question, or content area within the oral defense.

**Examination Outcomes:** Students must successfully pass all four questions in both the written component and the oral component of the comprehensive examination to proceed in the program. Results of the exam will be communicated to students by their committee chair and the Doctoral Coordinator. A written summary of the results will be distributed to students via postal mail. Students receiving a failure on any question in the written component or any component of the oral defense may elect to complete a one-time re-examination of the failed component, as arranged with the oral defense committee and the doctoral coordinator. The scheduling of any re-examination will be determined by the Doctoral Coordinator and the oral defense committee, but is not likely to occur until the next occasion

when the comprehensive examination is scheduled. At the time of the re-examination, students are permitted to bring only their original bluebook. Students may add to their bluebook only as unused space permits. Students may not delete content to provide space for additional information in the blue book. Any retake of the comprehensive exam—in full or in part—will consist of a new written portion only, and will be evaluated by the student’s comprehensive exam committee on a strictly pass/fail basis. No oral defense will be scheduled for retakes of the comprehensive exam, in full or in part.

Students will be registered for COMM 910 in the same semester as the oral defense of the comprehensive examination. Students who are completing a re-examination of any part of the comprehensive examination are permitted to remain registered for COMM 910 (or COMM 995 as appropriate) during the semester of the re-examination. However, the re-examination of the exam (including the retaking of a single question) will be the final opportunity for the student to successfully complete the comprehensive examination. If the student is not successful on the re-examination, the comprehensive examination has been failed and the student is dismissed from the program, regardless of his or her current enrollment in CMIT courses.

## Degree Completion

**Coursework:** The CMIT Ph.D. program requires a minimum of 60 credit hours beyond the master's: 48 credits of coursework and 12 credits of dissertation work.

**Candidacy:** Each student admitted to the doctoral program is eligible for doctoral degree candidacy after successful completion of 12 graduate credits in the doctoral program with an overall GPA of 3.0 or higher. To obtain candidacy, the student must successfully complete a candidacy examination.

**Comprehensive Exam:** The comprehensive examination determines the student's progress in the field of Communications Media and Instructional Technology and the student's likelihood of success in the research-dissertation phase.

**Dissertation:** A dissertation is required of all doctoral candidates and must demonstrate the candidate's mastery of his/her research and produce results of an original investigation in the field of communications media and instructional technology. The goal should be to make an original scholarly contribution to the field.

Following the successful completion of the above degree requirements, students should apply for the next available graduation date. While graduation occurs during the fall, spring, and summer terms, there is no summer commencement ceremony. As such, summer graduates wishing to participate in commencement should apply for August graduation, and RSVP to participate in May commencement.

Deadlines relevant to the dissertation process: <http://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/deadlines/>

For more information, view the view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: <http://www.iup.edu/graduatestudies/>

## **Dissertation Completion**

A dissertation is required of all doctoral candidates and it must demonstrate the candidate's mastery of his/her research and reflect the results of an original investigation in the principle field of study. The goal is to make an original contribution to knowledge in the field. Replicated studies are only appropriate in circumstances where a significantly different variable exists in the CMIT student's research design. Students are expected to consult the School of Graduate Studies and Research web site and the Thesis-Dissertation Manual and be fully aware of requirements and deadlines for the dissertation completion process. The Thesis-Dissertation Information page is located at <http://www.iup.edu/graduatestudies/thesis/default.aspx> All documents referenced in this section will be referenced and documented using the most current citation method outlined by the American Psychological Association (APA).

**Registering for Dissertation Credits:** Following the completion of all courses, students must enroll in COMM 995: Dissertation for a total of 12 credits. As noted previously in this manual, departmental graduate assistants and teaching associates must register for minimum numbers of credits based on their individual assignments. For more information, see Continuous Graduate Registration for Dissertation and Thesis policy below.

For the purposes of financial aid, students registered for one credit of COMM 995 Dissertation are considered full-time by the School of Graduate Studies and Research. However, students who are receiving any form of financial aid are advised to check with the source of the aid to determine the agency's requirements for enrollment.

**Dissertation Committee Selection:** Each student in the program is responsible for securing a dissertation chair from the approved doctoral faculty who are current members of the Department of Communications Media or other current IUP faculty with graduate teaching status. The chair of the dissertation committee must be a member of the Department of Communications Media and be approved by the School of Graduate Studies and Research to teach doctoral-level courses.

In considering the selection of a dissertation committee, the student will consult with potential faculty, the student's dissertation chair, and the doctoral program coordinator. The student and the dissertation committee chairperson will collaborate in the selection of the other members of the committee. The dissertation committee will consist of at least three members, all of whom must hold an earned doctorate or terminal degree such as an M.F.A. In addition to the chairperson, at least one other member must be from the current Department of Communications Media faculty. All members of the

dissertation committee must have obtained *graduate* teaching status. A majority of the committee must have *doctoral* teaching status.

Students register for sections of COMM 995: Dissertation that are assigned to their dissertation chair. Students will not be given permission to register for dissertation credits until their dissertation committee chair has been confirmed. With the deadline for registration typically the last day of classes of the prior academic semester, students will be required to identify their dissertation committee chair and members prior to this date if they want to avoid a late registration fee. Therefore, (as an example) students intending to register for dissertation credits for the first time in the fall semester of any year, must have identified their dissertation committee based on a deadline set prior to the last day of classes for the spring semester of that calendar year.

### **Special Approvals for Outside Readers:**

IUP graduate teaching faculty in departments outside Communications Media require no special approval to serve as members of a dissertation committee, other than the consent of the dissertation chairperson and doctoral coordinator. Other dissertation readers may be qualified individuals outside of IUP, but are subject to approval. Students interested in seeking the approval of an outside reader for their dissertation committee must consult with their dissertation committee chair; pending the consent of the dissertation chair, the student will submit appropriate documents as outlined below, and the information regarding the outside reader will be distributed to the entire faculty in the Department of Communications Media. If the faculty votes in favor of including the outside reader, the final approval of an outside reader depends on the current status of that individual. All outside readers are expected to participate fully in the dissertation process, including attending meetings as arranged by the dissertation committee chair. Outside readers are permitted to consult with the committee via Skype or other virtual means for some meetings but must be present, in person, for the defense of the RTAF, first three chapters of the dissertation including the research methodology, and for the final dissertation defense.

### **Approval of Readers from Other PASSHE Institutions:**

In addition to approval by the dissertation chair and the department faculty, individuals who are faculty at other Pennsylvania State System of Higher Education (PASSHE) institutions must obtain eligibility to teach graduate courses through IUP's School of Graduate Studies and Research (SGSR). The application form for *Eligibility to Teach Graduate Courses and to serve on Thesis or Dissertation Committees* must be completed by the outside reader. A description of this process and the application are available on the SGSR web site at <http://www.iup.edu/page.aspx?id=12803> Students will submit (electronically) a letter of justification identifying the reasons for including the outside reader, current vita of the outside reader,

and the completed eligibility form to the doctoral coordinator. These documents will be forwarded to the department faculty for approval and, pending that approval, the documents are forwarded to the graduate school. The SGSR makes the final approval of requests to include outside dissertation readers who are also PASSHE faculty.

#### **Approval of Readers from Outside IUP and PASSHE:**

In addition to approval by the dissertation chair and the department faculty, individuals who are not IUP or PASSHE faculty are subject to approval by the graduate dean, the co-chair of the University-wide graduate curriculum committee, and the appropriate APSCUF committee. This procedure includes retired IUP faculty, other retired PASSHE faculty, and faculty at non-PASSHE institutions. The final approval of these outside readers rests with APSCUF. As of this writing, it has been typical for APSCUF to approve this category of outside readers only as the fourth member of a dissertation committee. Requests for outside readers must be submitted to APSCUF in time for their last meeting of each academic semester, as APSCUF does not meet during the summer months or over semester breaks. Students will submit, to the Doctoral Coordinator, a letter of justification identifying the reasons for including the outside reader and current vita of the requested outside reader, by March 1 or November 1 of each academic year, to seek approval during that academic semester. The Doctoral Coordinator will forward these documents to the department faculty and, pending their approval, to APSCUF and SGSR.

#### **Retirement of Dissertation Committee Members:**

Once the student has submitted the Research Topic Approval Form (RTAF) indicating their dissertation chair and committee members, special conditions apply should a member of the committee retire from IUP or PASSHE before the student has graduated. Should the chair of the student's dissertation committee retire, the faculty member may remain as chair for one year post-retirement. For example, if the faculty member retires in May, the student must graduate by May of the next year. If the student does not graduate within one year, another faculty member will be needed to chair the committee, and a committee change form must be submitted to the graduate school. If the faculty member retiring is a committee member (not chair) he or she may remain on the committee until the student graduates. The official approval of a dissertation committee does not occur until the RTAF has been approved, signed by the committee, Doctoral Coordinator, college dean, and SGSR representative. Any IUP faculty member who agrees to serve on a committee, but retires prior to the submission of the RTAF, is subject to approval as an outside reader given the processes outlined in the section above.

### **Dissertation Committee Approval on the Department Level:**

Each student will submit the Dissertation Committee Approval Form (D1) to the Doctoral Coordinator (DC) by the announced deadlines and/or prior to taking the comprehensive examination. This form will be reviewed and approved by the DC and department chairperson. Students will be notified by the DC of any need for changes to their proposal. Students are advised that faculty signatures on the D1 form do not indicate official approval of a dissertation topic – merely the faculty members' consent to serve on the dissertation committee.

If the DC and department chairperson deny the student's request for a dissertation chair, the student must solicit a new chair from within the department's doctoral faculty following the same procedures as outlined above. No member of the committee may be replaced, even at the request of the student, without approval by the dissertation committee chair, and replacements are subject to the same approval process as the initial members of the committee. If the student wishes, or needs, to replace the dissertation committee chair, approval from the DC and department chairperson is required. If the dissertation committee chair is removed from the committee for any reason, it is the student's responsibility to consult with potential faculty and the DC to identify a replacement. If any changes in the composition of the dissertation committee occur after the submission and approval of the Research Topic Approval Form (RTAF), a dissertation committee change form will need to be submitted to SGSR.

Once approved, the dissertation committee chair is responsible for supervising and advising the student, coordinating dissertation committee meetings, and communicating with other committee members in a timely fashion. This obligation continues throughout the completion of the degree program – from the point at which the student successfully completes the comprehensive examination through the successful defense of the dissertation. The dissertation committee is responsible for overseeing the dissertation research and the general meeting of degree requirements as pertains to the completion of the dissertation, submission of documents including the RTAF, IRB, and dissertation drafts by the appropriate deadlines. All committee members are expected to be actively involved in the dissertation process, to respond to student questions in a timely fashion, and attend all dissertation meetings as coordinated by the dissertation chair.

Students in the dissertation process are responsible for consistent and timely communication with their dissertation committee, particularly the dissertation chair. Once the committee has approved the RTAF, the student is expected to maintain contact at least once a month, or more, until the final dissertation is defended and approved. Students are required to submit drafts and respond to requests for revisions to documents by deadlines, as established by their dissertation chair and dissertation committee. All students, but particularly those students in the dissertation process, should be aware of IUP's



academic calendar and recognize that when classes are not in session, most faculty are not on campus and not available. Advance planning is necessary to meet related dissertation deadlines and is the responsibility of the student. Students are expected to give faculty no less than two weeks to read and respond to dissertation-related documents.

CMIT Ph.D. students are advised to secure an editor to proofread and perform final edits on their dissertation prior to submitting the draft to the School of Graduate Studies and Research as needed. The role and responsibility of the dissertation committee does not include dissertation editing. A complete outline of dates and requirements for submission of dissertation-related documents can be found at the SGSR Thesis/Dissertation Web site: <http://www.iup.edu/page.aspx?id=6011>

**Dissertation Research Topic Approval Process:** During the semester of the scheduled comprehensive examination, or at the conclusion of all CMIT coursework, students may begin registering for dissertation credits and will work with their approved dissertation committee to develop their Research Topic Approval Form (RTAF). This form is available on the School of Graduate Studies and Research (SGSR) web site. Students will not be permitted to submit the RTAF or defend their research topic until they have successfully completed all coursework and both the written and oral portions of the comprehensive examination.

After the candidate has successfully completed the comprehensive examination, he or she must present and defend a dissertation RTAF and research pre-prospectus (developed in COMM 910) before the dissertation committee. A copy of both documents must be delivered to the dissertation committee members at least two weeks in advance of the scheduled defense. The completed RTAF and pre-prospectus must also include an indication of special resources, equipment or conditions needed for the research, an intended time frame, and a list of references. The defense of these documents will be presented, in person, to the dissertation committee prior to the submission of the RTAF to the Doctoral Coordinator. All members of the dissertation committee must be present in person for this meeting. The date and time of this meeting will be made available by the dissertation chair to the other CMIT faculty who may attend the meeting. Visiting faculty are permitted to ask questions but are not part of any deliberation on the part of the committee and will be excused once deliberations begin.

The RTAF and research pre-prospectus must be found satisfactory by all members of the committee, and an RTAF must be approved and signed by all members of the dissertation committee before the candidate may proceed with the dissertation. *The Thesis/Dissertation Manual* outlines this procedure and is available from the School of Graduate Studies and Research (SGSR). Once the committee has approved the RTAF and pre-prospectus, the student will forward the RTAF and related

documents to the Doctoral Coordinator, College Dean, and the SGSR. Revisions to the research plan may be necessary, as requested by the SGSR, following the submission of the RTAF.

Following approval of the dissertation proposal, but before data collection begins, the doctoral candidate must obtain permission from the Institutional Review Board (IRB) at Indiana University of Pennsylvania (and other review boards as appropriate) following the procedures established for the protection of human subjects. If the dissertation is theoretical or data collection involves no human subjects, IRB approval may not be required, or may be expedited.

**Approval of Dissertation Chapters 1-3:** The dissertation committee will require students to submit and defend the first three chapters of their dissertation to the dissertation committee before any data collection may begin. The student will meet with the committee in person to review the first three chapters of the dissertation and obtain approval of the research methodology before beginning any data collection. Students will submit the written draft of the first three chapters to the dissertation committee no later than two weeks before the scheduled defense meeting.

**Dissertation Oral Defense and Completion Process:** The student will work closely with, and is expected to meet regularly with, the dissertation chairperson and committee members to complete the dissertation and all related components. Upon acceptance of the final dissertation by the dissertation committee chair, the candidate must submit copies for review to the dissertation committee. The candidate shall request a formal meeting of the dissertation committee to secure dissertation approval at a time convenient to all members. The dissertation must be approved, in writing, by each member of the committee and the SGSR Assistant Dean for Research.

The student will be required to defend the completed dissertation in person during an oral examination conducted by the dissertation committee. All members of the dissertation committee must be present for this meeting in person. The defense of the dissertation is open to the IUP faculty and CMIT students as approved by the dissertation chairperson. At least two weeks prior to the scheduled dissertation defense, the dissertation chairperson will notify the Doctoral Coordinator and CMIT doctoral faculty of the date, time, and location of the defense. During the defense, the candidate is expected to respond to substantive and methodological questions related to the dissertation. The decision regarding the outcome of the defense will be made by a two-thirds majority vote of the dissertation committee members. The dissertation defense may result in one of three outcomes: pass, pass with revisions (as determined by the committee), and fail. In the event of a failed dissertation defense, students will be permitted to sit for a second and final defense at a later date. If a second dissertation defense is unsuccessful, the student will be dismissed from the program.

The role of faculty and student visitors at the dissertation defense will be determined by the dissertation committee chair, but visitors are not part of the deliberation process and will be excused from the meeting at the conclusion of the student's defense. No visitors other than IUP faculty and CMIT students are permitted to attend the dissertation defense.

The dissertation chair will notify the Doctoral Coordinator of the outcome of the final defense no later than 24 hours after the defense meeting. If the defense is successful, the dissertation chair will process a Change of Grade form to convert the previous "R" grade to the appropriate letter grade.

**Publication of the Dissertation:** Following approval of the dissertation by the committee, a minimum of three copies of the dissertation must be submitted to the SGSR Assistant Dean for Research. The dissertation must be microfilmed according to the plan provided by ProQuest Information and Learning. The student is responsible for the costs associated with the publication of the dissertation. Guidelines are provided in the *Thesis/Dissertation Manual* which is available from the School of Graduate Studies and Research and on-line at <http://www.iup.edu/thesismanual/default.aspx>.

For more information, view the view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: <http://www.iup.edu/graduatestudies/>

## **University Policy and Procedure**

**University policy is the baseline policy.** Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact the Doctoral Coordinator or the School of Graduate Studies and Research.

### **Academic Calendar**

View the IUP Academic Calendar: [www.iup.edu/news-events/calendar/academic/](http://www.iup.edu/news-events/calendar/academic/)

### **Academic Grade Appeal Policy**

For Information regarding the Grade Appeal policy, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

### **Academic Integrity**

For more information, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)  
*The Source: A Student Policy Guide:* [www.iup.edu/studentconduct/thesource/](http://www.iup.edu/studentconduct/thesource/)

### **Academic Status and Satisfactory Academic Progress**

For more information, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

### **Affirmative Action**

Indiana University of Pennsylvania is committed to providing leadership in taking affirmative action to attain equal educational and employment rights for all persons, without regard to race, religion, national origin, ancestry, sex, physical handicap, or affectional or lifestyle orientation. This policy is placed in this document in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 as well as federal and state executive orders. This policy extends to disabled veterans and veterans of the Vietnam era. Please direct inquiries concerning equal opportunity to: Office of the Provost, 205 Sutton Hall, 1011 South Drive, IUP, Indiana, PA 15705-1046 U.S.A.

### **Bereavement-Related Class Absences**

For Information regarding the Bereavement-Related Class Absences policy, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

### **Continuous Graduate Registration for Dissertation**

#### **Admissions effective fall 2017 and after:**

Following completion of course work, (excluding comprehensive exam or qualifiers) **all** doctoral students must be continuously enrolled for at least one credit of dissertation each semester (Fall and Spring) annually, through the graduation of the student or until the time limit is exceeded. There is no separation between completions of course work, and initiation of dissertation or thesis credit registration.

Once the student has registered for the required twelve dissertation credits she or he must register for one dissertation or one thesis credit each semester (Fall and Spring) annually through the graduation of the student or until the time limit is exceeded (See Time Limitation Policy). For this period, the student will be considered a full-time doctoral student.

All dissertation credits will be pass/fail credits. Students must complete the minimum of twelve dissertation credits, but may take additional dissertation credits as is necessary to comply with the Continuous Graduate Registration for Dissertation and Thesis policy.

Until the dissertation successfully defended, a grade of “R” will be assigned to each registered credit. Upon successful completion of the dissertation, the grade assigned by the dissertation chair will apply to all registered dissertation credits. Students must pay tuition and mandatory university fees for all credits (equal to the part-time mandatory fees), and may choose to pay the Wellness Fee.

**Note: Admissions prior to fall 2017:**

Following completion of all course, language, and skill requirements and of the comprehensive examination requirement doctoral students must enroll for at least one credit of dissertation or thesis each semester (Fall/Spring).

Once the student has registered for the required twelve dissertation credits, she or he must register for one extended credit each semester (Fall and Spring) annually through the graduation of the student or until the time limit is exceeded (See Time Limitation Policy for doctoral or master’s students). For this period, the student will be considered a full-time doctoral student.

Until the dissertation is successfully defended, a grade of “R” will be assigned to each registered credit. Upon successful completion of the dissertation, the grade assigned by the dissertation chair will apply to all registered dissertation credits, including the extended credits. Students must pay tuition and mandatory university fees for all credits (equal to the part-time mandatory fees), and may choose to pay the Wellness Fee.

Grades earned for dissertation credits will remain part of the cumulative grade calculation; however, grades posted for extended credit registration will be excluded from the cumulative grade calculation.

**Note:** The Continuous Dissertation policy has been in place since 1990. Students failing to register as directed by this policy will be registered by their program coordinator and billed accordingly. If it is the doctoral student’s intent to “quit” the program, he/she should schedule an appointment with the graduate coordinator as soon as possible to avoid any further registration and subsequent assessment.

For more information regarding School of Graduate Studies and Research policy on registration, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: <http://www.iup.edu/graduatestudies/>

## **Graduate Fresh Start Policy**

A graduate student who has been separated from the university as a result of academic dismissal, including time-to-degree dismissal, may only apply for readmission to the University if the student has been separated from the university, for a minimum of two calendar years (24 consecutive months) from the date of dismissal. The request to be considered for readmission to the University must be into a graduate program, and readmission to the program from which the student was dismissed may not be sought. A student dismissed as a result of an academic integrity violation is barred from utilizing the Graduate Fresh Start Policy to request readmission.

### Conditions for a Graduate Fresh Start Application

A graduate student may apply for a Graduate Fresh Start only if he/she meets all of the following conditions:

- he/she was academically dismissed, including time-to-degree dismissal from an IUP graduate program;
- he/she has been separated from the university for a minimum of two calendar years (24 consecutive months);
- he/she applies for readmission consideration to a graduate program at IUP, excluding the program from which the student was academically dismissed.

The graduate student must apply to the desired program through the standard Admissions process. Having reviewed the prior and intervening factors for evidence of potential for improved academic success, the program coordinator, after departmental review, may recommend to the Dean of Graduate Studies and Research that the student be readmitted to the University and admitted to the program. The Dean's decision is final and is not subject to appeal.

### Conditions for a Graduate Fresh Start Record

All credits and grades for IUP course work taken before readmission under this Graduate Fresh Start Policy shall remain on the transcript. Upon readmission, a new cumulative (GPA) is established based on credits and grades earned from the date of readmission. Individuals may seek readmission to the University through the provisions of this policy only once.

### Prior Record

The student's graduate record will be identified as a Graduate Fresh Start. No graduate credits earned from the program in which the student was dismissed are permitted to be transferred to the Graduate Fresh Start sought degree. Any other transfer credits must meet the IUP Transfer Credit Policy.

Students seeking a degree under the Graduate Fresh Start are not permitted to repeat a previously taken course from the program in which the student was dismissed and have it count towards improving the previous CGPA that was prior to readmission. Any course repeat(s) will be counted as a course taken under the Graduate Fresh Start and applied solely to the new degree sought and new cumulative GPA.

### Academic Standards

A student who is readmitted under the provisions of the Graduate Fresh Start Policy shall be required to meet current degree requirements. He/she shall be academically reviewed under the policies published in the academic catalog at the time of re-matriculation. Students readmitted to the University under this policy and who were dismissed initially by exceeded time-to-degree requirements may not be granted extensions of time-to-degree requirements.

## **Graduation Graduate Residency Requirement Policy**

The CMIT Ph.D. programs requires that a minimum of 48 credits be earned within the program's curriculum, excepting approved out-of-department electives while enrolled as a CMIT student. For information regarding transferring credits from other doctoral programs within IUP and from other institutions, see Transfer Credit Policy below.

Active-duty service members who are graduate students will be handled on a case by case basis.

Exceptions are to be approved by the Office of the Chancellor's Division of Academic and Student Affairs.

## **Program Level Exams Appeal Policy**

Appeals for Program Level Exams such as, candidacy, comprehensive, or qualifying examinations, are made to the Dean of the School of Graduate Studies and Research (SGSR) based on policy and/or procedural violations. The appeal can be based only on policy and/or procedural violations; and not simply on the outcome of the examination. Procedural violations would be cases in which the program /department failed to follow program/department and/or University policies and/or procedures relating to the administration and/or evaluation of the exam.

The appeal must be made in writing to the Dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violation(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the Dean of the SGSR within **30** days of receipt of the outcome of the examination.

Upon receipt of the written appeal to the Dean of the SGSR, the Dean will conduct an investigation of the allegation, review the documentation and render a final decision **which completes the appeal process. The final decision rendered by the Dean of the SGSR may not be appealed.**

If it is found that policy/and/or procedure has been violated, the Dean of the SGSR will instruct the program/department to allow the student to retake the exam, fully adhering to policy and procedures. In the event of a finding in support of the student allegation, the reexamination may not be counted as one of the attempts permitted under the University or Department's Reexamination Policy.

## **Reexamination Policy: Candidacy/Comprehensive Examination**

No student is permitted a "third" examination without a recommendation to that effect from the degree program's sponsoring department per their adopted written procedures and the approval of the School of Graduate Studies and Research Dean (or designee). Exceptions to this policy for programs can be made only with the approval of the School of Graduate Studies and Research.

## **Registration**

<http://www.iup.edu/registrar/students/registration/>

For more information regarding registration and tuition billing, please contact the Office of the Bursar: [www.iup.edu/bursar/](http://www.iup.edu/bursar/)

## Social Equity

The Office of Social Equity: [www.iup.edu/socialequity/](http://www.iup.edu/socialequity/)

For more information regarding University policy, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

## Student Conduct

Policies from the Office of Student Conduct: [www.iup.edu/studentconduct/policies/](http://www.iup.edu/studentconduct/policies/)  
(*IUP Email Communication Policy, Student Behavior Regulations, The Source, Student Rights and Responsibilities, etc.*)

## Time Limitations

Doctoral candidates must complete degree requirements no later than seven years after beginning IUP doctoral program course work. No time extensions are considered for doctoral students unless all degree requirements other than the dissertation (including the approval of the research topic and IRB, if needed) have been completed by the expiration of the seven-year time limit.

For more information regarding School of Graduate Studies and Research policy on registration, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

## Time-to-Degree Dismissal Appeal Policy

A student dismissed from a program because of time-to-degree expiration (see Time Limitations policy) can appeal the decision to the Dean of the School of Graduate Studies and Research (SGSR), based on policy and/or procedural violations. The appeal can be based only on policy/procedural violations.

The appeal must be made in writing to the Dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violation(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the Dean of the SGSR **within 30 days** of receipt of the dismissal letter.

Upon receipt of the written appeal to the Dean of the SGSR will conduct an investigation of the allegation, review the documentation and render a final decision **which completes the appeal process. The final decision rendered by the Dean of the SGSR may not be appealed.**

If it is found that policy/and/or procedure has been violated, the Dean of the SGSR will rescind the dismissal.

Doctoral candidate time limitation (see Time Limitations policy) may be extended through student petition. The program coordinator on behalf of the student, no later than the first day of the month of the student's time-to-degree expiration date, makes the request to the Dean (or designee) of the SGSR. The request must include justification for the extension. Official documentation will be required to justify the requests for the extension and amount of time by the Dean (or designee) of the SGSR to support the request.

No time extensions are considered for doctoral students unless all degree requirements other than dissertation (including the approval of the research topic and IRB, if needed) have been completed by the expiration of the seven-year time limit (see Time Limitations policy).



## **Title IX Reporting Requirement**

For more information regarding Title IX Reporting Requirement policy, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

## **Transfer of Credits Policy**

A student may transfer graduate credits from another institution, pending approval of the Department Chair and Doctoral Coordinator. Department policy allows a maximum of six credits from another university and twelve credits from other IUP doctoral programs. These graduate courses must have been taken from a regionally accredited institution, within the past five years, and the grade earned must be a “B” or its equivalent or better. The time limitation rule and residency requirements pertain without modification to transfer credits.

Up to one third (**1/3**) graduate credits originally earned in one graduate program at IUP may be applied toward a different graduate program if: 1) the receiving department and 2) the School of Graduate Studies and Research both approve the credits as meeting degree requirements. These courses must have been completed within the past five years, and the grade earned must be a “B” or its equivalent or better.

The combination of transfer graduate credits earned at another institution and those earned at IUP may not exceed one third (**1/3**) of the total required graduate coursework credits for the program.

To request transfer credits, the student must complete the Request for Graduate Transfer Credit Review form and follow the instructions listed on the form. A catalog course description or course syllabus must accompany the request. An official graduate transcript showing the earned graduate credits must be provided by the school at which the credits were taken. To be considered official, the transcript must arrive in a sealed envelope bearing the official seal of the issuing institution. The request is reviewed in the School of Graduate Studies and Research and the academic department. After review, the student’s program coordinator and the student are notified of the transfer decision.

It is strongly recommended that students seeking to transfer graduate credits from another institution while enrolled at IUP receive advance written authorization for credit acceptance from the School of Graduate Studies and Research and the academic department prior to enrolling in that course.

If graduate credits earned at another institution are approved for transfer, only the credit, not the grade or accompanying quality points, will appear on the student’s IUP transcript.

Graduate credits earned at IUP that are approved for transfer to a second program will not be posted to the transcript a second time.

Regardless of the amount of credits transferred, all CMIT students are subject to the Candidacy Exam, Comprehensive Exam, and Dissertation requirements outlined below.

For more information regarding School of Graduate Studies and Research policy on transfer credits, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: <http://www.iup.edu/graduatestudies/>

## Appendices

### *Forms for Departmental Use*

Comprehensive Examination Oral Defense Committee (C1)  
Dissertation Committee Approval Form (D1)

### *Forms for Student Use*

Student Course Tracking Sheet  
Student Program Progress Tracking Sheet

## Comprehensive Examination Oral Defense Committee Approval Form (C1)

This form is due to the doctoral coordinator by the announced deadlines each year. The written comprehensive examination is typically scheduled during the summer with the oral defense in the fall each year.

Date of Submission: \_\_\_\_\_

Date (month/year) of intended comprehensive examination: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Banner ID @ \_\_\_\_\_

Student Signature: \_\_\_\_\_

*Signatures below indicate the faculty members' willingness to serve on this comprehensive examination oral defense committee, but the committee structure is subject to approval by the doctoral coordinator and department chairperson.*

*Students will be notified by the doctoral coordinator of the need for any revisions to this committee structure.*

*Student is also required to list the date that they plan to start taking dissertation credits and how many credits they plan to take. It is not required to take credits during the summer. Students must register prior to the last class of the preceding academic semester to avoid a late fee.*

Committee Chair \_\_\_\_\_ Signature \_\_\_\_\_

Committee Member \_\_\_\_\_ Signature \_\_\_\_\_

Committee Member \_\_\_\_\_ Signature \_\_\_\_\_

Committee Member \_\_\_\_\_ Signature \_\_\_\_\_

Each committee must consist of at least three members, a fourth is optional.

Doctoral Coordinator \_\_\_\_\_ Date \_\_\_\_\_

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Please indicate the date (semester/year) that you anticipate taking dissertation credits for the first time, keeping in mind that your dissertation committee chair must be approved prior to your registration: \_  
\_\_\_\_\_

## Dissertation Committee Approval Form (D1)

This form is due to the doctoral coordinator prior to taking the comprehensive examination and/or prior to registering for dissertation credits. Students will not be permitted to register for dissertation credits (COMM 995) until the completed D1 form is submitted.

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Banner ID @ \_\_\_\_\_

Student Signature: \_\_\_\_\_

Tentative Dissertation Topic: \_\_\_\_\_

\_\_\_\_\_  
*Signatures below indicate the faculty members' willingness to serve on this dissertation committee, but the committee structure is subject to approval by the doctoral coordinator and department chairperson. These signatures do not indicate final approval of any intended dissertation topic.*

Dissertation Chair \_\_\_\_\_ Signature \_\_\_\_\_

Committee Member \_\_\_\_\_ Signature \_\_\_\_\_

Committee Member \_\_\_\_\_ Signature \_\_\_\_\_

Committee Member \_\_\_\_\_ Signature \_\_\_\_\_

Each committee must consist of at least three members, a fourth is optional.

*Student signature indicates he/she is making this request and that he/she has reviewed the SGSR thesis/dissertation web site (<http://www.iup.edu/page.aspx?id=6011>), pertinent deadlines, instructions for IRB submissions, and has read the thesis/dissertation manual available there. Students must also designate when they plan to start taking dissertation credits and how many they plan to register for. It is not required to take dissertation credits during the summer.*

Doctoral Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

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Please indicate the semester and year in which you will first register for dissertation credits and the number of COMM 995 credits you intend to take in the next three terms. Students are not required to register for dissertation credits during summer terms, but may if they choose to.

Term #1 (semester/year) \_\_\_\_\_ Number of COMM 995 credits: \_\_\_\_\_

Term #2 (semester/year) \_\_\_\_\_ Number of COMM 995 credits: \_\_\_\_\_

Term #3 (semester/year) \_\_\_\_\_ Number of COMM 995 credits: \_\_\_\_\_

## Student Course Progress Sheet

Student Name: \_\_\_\_\_

<u>Course Requirements</u>	<u>Semester Taken</u>	<u>Grade</u>	<u>Credits</u>
<b>A. Research Courses - 12 hours (4 courses)</b>			
COMM 800: Comm. Research Statistics (Spring 1)	_____	_____	_____
COMM 825: Quantitative Methods in Comm. Res. (Summer 1)	_____	_____	_____
COMM 828: Qualitative Methods in Comm. Res (Fall 1)	_____	_____	_____
COMM 910: Advanced Doctoral Research in Comm. (Fall 3)	_____	_____	_____
<b>B. Theory and Culture Core - 9 hours (3 courses)</b>			
COMM 801: Ideas That Shape Media (Fall 1)	_____	_____	_____
COMM 815: Teaching Communications Media (Fall 1)	_____	_____	_____
COMM 857: Doctoral Seminar in Communication (Spring 2)	_____	_____	_____
<b>C. Production Core - 12 hours (4 courses)</b>			
COMM 830: Media Preproduction (Spring 1)	_____	_____	_____
COMM 832: Media Production (Summer 1)	_____	_____	_____
COMM 832: Media Production (Spring 2)	_____	_____	_____
COMM 846: Instructional Media Solutions (Fall 2)	_____	_____	_____
<b>D. Electives – 15 hours (5 courses)</b>			
COMM 812: Media Ethics	_____	_____	_____
COMM 814: Crisis Communication	_____	_____	_____
COMM 818: Media Criticism	_____	_____	_____
COMM 820: Political Communication	_____	_____	_____
COMM 822: Children and Media	_____	_____	_____
COMM 835: Global Media, Communication, and Culture	_____	_____	_____
COMM 845: Health Communication	_____	_____	_____
COMM 853: Corporate Communications	_____	_____	_____
COMM 876: Online Media	_____	_____	_____
COMM 881: Special Topics	_____	_____	_____
COMM 882: Simulation and Games	_____	_____	_____
COMM 900: Culture of Cyberspace	_____	_____	_____
<b>Total Course Credits Required</b>	<b>48</b>		
<b>Total Dissertation Credits Required</b>	<b>12</b>		
<b>Total Program Credits Required</b>	<b>60**</b>		

\*The semester listed with each course indicates when these courses are typically offered. The number indicates the year that full-time students would take each course. One theory and culture elective and one production elective are typically offered each academic semester.

\*\*Extended Dissertation credits do not count toward the 60 credits required for program completion. Students must enroll for at least one credit each semester until dissertation is completed.

**Sample Course Schedule for Full Time Students  
Cohort 12 – Starting Fall 2019**

<b>Semester</b>	<b>Course</b>	<b>Credits</b>
Fall 2019	COMM 801 Ideas that Shape Media	3
	COMM 828 Qualitative Research Methods	3
	COMM 815 Teaching Communications Media	3
Spring 2020	COMM 800: Comm. Research Statistics	3
	COMM 830 Media Preproduction	3
	Elective	3
Summer 2019	COMM 825: Quantitative Methods	3
	COMM 832: Media Production (Video)	3
	Elective	3
Fall 2020	COMM 846: Instructional Media Solutions	3
	Elective	3
	Elective	3
Spring 2021	COMM 857 Doctoral Seminar	3
	COMM 832: Media Production (Audio)	3
	Elective	3
Summer 2021	Written Comprehensive Examination	
Fall 2021	COMM 910 Advanced Dissertation Research	3
	Defense of Written Comprehensive	
	Total Course Credits	48
Spring 2022	COMM 995 Dissertation	
	Total Dissertation Credits	12
	Total Program Credits	60
<p style="text-align: center;">Students must begin to register for COMM 995 once they have completed all course work and successfully passed the comprehensive examination.</p>		
<p style="text-align: center;">Students will continue to register for COMM 995 for a minimum of 12 credits and must register for at least 1 credit of COMM 995 each academic semester until they graduate.</p>		
<p style="text-align: center;">The number of credits of COMM 995 a student elects to take (beyond the one credit requirement) during any academic semester or summer session is done in consultation with the dissertation chairperson.</p>		

## Signature Page

Dear CMIT Ph.D. student,

Congratulations on choosing to further your education at Indiana University of Pennsylvania. The goal of the Ph.D. in Communications Media and Instructional Technology is your success. So that your experience in the graduate program is the best it can be, the CMIT Ph.D. Handbook provides information that is essential to you. It contains information about the policies and procedures of the CMIT Ph.D. program. This document is a supplement to the Graduate Catalog prepared by IUP's School of Graduate Studies and Research. Policies and procedures contained in the Graduate Catalog provide the framework for your role as an IUP citizen and a member of our IUP family.

Your signature below indicates you acknowledge that you are responsible for the information outlined in the handbook provided to you by the CMIT Ph.D. program.

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ [please initial] I understand my program coordinator may share this document with the School of Graduate Studies and Research.

Please sign, remove the page from the handbook and return it to the CMIT Ph.D. program coordinator.

\_\_\_\_\_  
Date

**Submit to Dr. Stiegler by 9/28/19**

**The department will keep this signed document on file.**